Job Title: Security Electronics Technician Servers  Exemption Status/Test: Non-Exempt
Reports to: Supervisor Security Systems  Date Revised: October, 2015
Dept. /School: Security & Telecommunications

Primary Purpose:
Issue and control access cards to district personnel and contractors, and ensure the district security intrusion and access control servers and systems are maintained in good functioning order by performing inspections, repairs and preventive maintenance.

Qualifications:

Education/Certification:
High School Diploma required
Technical Certificate in basic networking (CCENT or Network+), preferred

Special Knowledge/Skills:
Knowledge of Galaxy Intrusion/Access Control Systems
Knowledge of networked security systems
Knowledge of Microsoft Server OS and SQL programs
Knowledge of security system maintenance
Ability to troubleshoot basic intrusion and access control systems
Ability to maintain databases in Microsoft Excel
Provide valid Texas Class C driver license and prove insurability to operate district vehicles.

Experience:
Minimum of five (5) years’ school district security systems management experience.

Major Responsibilities and Duties:

Security and Telecommunications

1. Maintain all computer server equipment utilized to operate the security intrusion and access control system infrastructure. Includes installation, upgrade, repair and prevention maintenance of all associated equipment and peripherals.
2. Assist security alarm technicians with the installation, repair and preventive maintenance of all hardware associated with the security intrusion, access control and entry control systems.
3. Make regular visits to assigned campuses and provide support to administrators and staff as needed or requested.
4. Identify deficiencies in all low voltage systems assigned to the security department during campus visits and repair or report via district work order system.
5. Perform regular backups and maintain current backup databases for all equipment associated with the security systems for disaster recovery purposes.
6. Maintain all computer hardware associated with the security and fire alarm systems located in the security dispatch center to include upgrade, repair and preventive maintenance.

7. Assist with the distribution of work orders for the security and fire alarm systems’ technicians to ensure equipment is maintained in an efficient and cost effective manner.

8. Issue all access cards for district personnel based on information provided by principals, department heads, and administrators or other designated staff.

9. Issue access cards to district contractors in compliance with approved district procedures.

10. Maintain access card database and review to provide information on current use and future needs of the district.

11. Coordinate with vendors on hardware or software issues that require additional assistance to repair or resolve.

12. Maintain a spare parts inventory to be utilized to reduce downtime and outages.

13. Complete all work order records in a timely and complete manner by recording hours, costs and a detailed description of work completed.

14. Assist with any security issues as directed by the director of security and telecommunications.

15. Assist other electronic trades as needed to complete their assigned duties.

16. Adhere to district directives, policies and safety standards as they relate to daily duties.

17. Perform self-study to maintain technical proficiency on systems utilized by the district along with NIMS and emergency operations training.

18. Demonstrate behavior that is professional, ethical and responsible, and serve as a role model for all district employees and staff, as well as students, parents, community members and guests of the district.

19. Perform other duties as assigned by supervisors within the line of authority.

Supervisory Responsibilities

None.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment; personal computer and peripherals; telephone, cellular phone, copier/fax machine; calculator; school vehicle; radio communication equipment; hand tools; digital volt/ohm meter; power tools; safety equipment

Posture: Ability to stand and sit for prolonged periods of time; ability to climb a ladder, ability to kneel or crawl

Motion: Prolonged sitting and walking; twisting, reaching, pushing/pulling; overhead reaching

Lifting: Lifting up to 50 pounds (ladder weight) on a regular basis; light carrying under 20 pounds (tool bag) on a regular basis

Environment: Exposure to temperature extremes (hot or cold); exposure to humidity extremes; exposure to noise; exposure to low or intense illumination; exposure to vibration; exposure to biological hazards, exposure to chemical hazards; exposure to electrical hazards; work outside; prolonged exposure to sunlight; work on slippery or uneven surfaces; work alone; work prolonged or irregular hours

Mental Demands: Maintain emotional control under stress; work with frequent interruptions; climbing stairs, driving school vehicles; ability to exercise reasoning and problem-solving skills while under stress. Must demonstrate ability to communicate effectively (verbal and written).

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.